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**TO: Economic Support Supervisors  
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**No.: 03-40**

**Date: 06/17/2003**

**Non W-2 [X] W-2 [X] CC [X]**

**PRIORITY: HIGH**

**SUBJECT: NEW MINI-DRIVERS IN CARES**

**CROSS REFERENCE:** 7 CFR 273.12  
FSH Appendix 22.01.00; 25.13

**EFFECTIVE DATE:** June 23, 2003

**PURPOSE**

This memo introduces new "mini drivers" for changes recorded on CARES screens ACCH, AFEI and AFUI.

**BACKGROUND**

This system change was requested as part of an effort to reduce food stamp (FS) case processing errors caused by workers not completing all of the necessary screens to properly record reported changes in CARES. Local agency staff have suggested that DHFS add mini-driver flows in CARES to be invoked when certain changes are made in the system.

**POLICY**

**CARES PROCESSING**

Mini Driver flows will be initiated when a change is made on screens ACCH, AFEI and AFUI.

The Mini Drivers are invoked by:

1. An address change on ACCH (except for the zip code).
2. Employment beginning or ending on AFEI.
3. Addition of Unemployment Insurance or Workman's Compensation on AFUI.

A worker will be automatically "driven" to additional screens to complete which have been identified as critical in reducing errors in case processing.

Not all of the screens listed will appear when the driver is invoked. Screens will only be scheduled if information was previously entered on that screen for the individual for whom the change is being made.

**NOTE ➤** The mini drivers are not designed to be all-inclusive. Workers must continue to tran to any screen not included in the mini driver flow necessary to record the change reported by the customer.

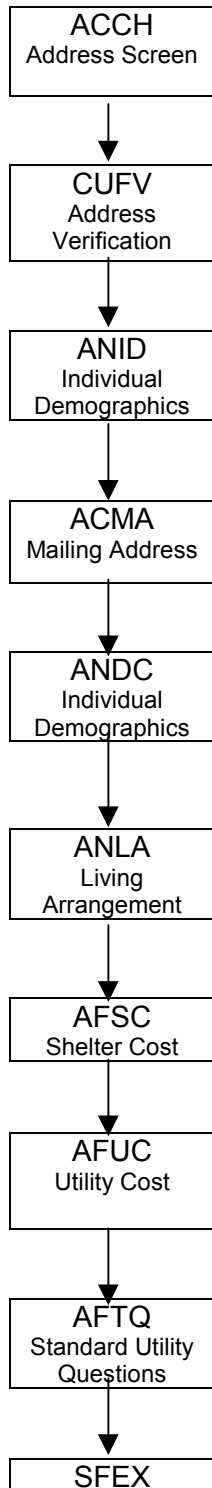
Example: Tom reports to his worker, Julie, that he started a new job on June 2<sup>nd</sup>. He had been receiving UC, which was recorded on AFUI. To properly record the change, Julie tran to AFEI to enter the new employment. Once she has completed AFEI and the wage detail screen, CARES will automatically take her to AFUI so she can end date the UC that had previously been budgeted. Tom also reported that he is responsible for paying for child care. Julie has to tran directly to screen AFDC to record the child care expense since AFDC had not previously been completed for Tom.

Example: Olive reports to her worker, Steve, that she has moved, her rent has increased and she is now responsible for paying for heat at the new apartment. Steve makes the address change to ACCH and hits enter. The address mini driver is invoked and schedules the necessary screens to record the change in the case. Previously Olive did not pay for any utilities so AFUC is not scheduled. Steve needs to remember to tran to AFUC to record the utility expense.

The following charts outline the Mini Drivers and related screens.

**ADDRESS MINI DRIVER FLOW**

When a worker changes an address on ACCH, except for the zip code, the address mini driver will be scheduled. The mini driver will be invoked when the case is open and in ongoing mode only and not when the case is in Simulation, Intake, or Review mode. You will only be driven to a screen if the case already contains information on that screen. Once the driver has taken you through all of the CARES screens, it will schedule and run eligibility (SFEX). The following screens will be scheduled for the address driver flow:

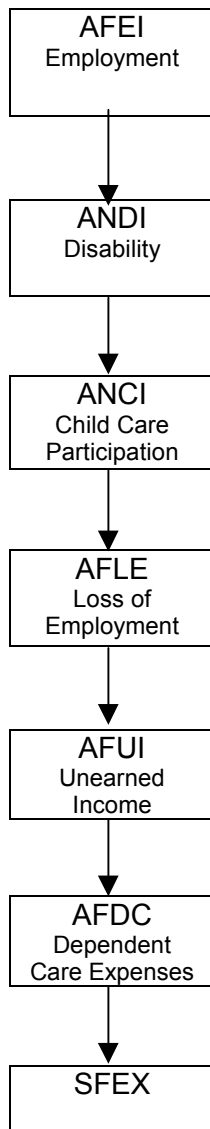


## INCOME MINI DRIVER FLOWS

Three separate driver flows will be invoked for income changes; when employment is ended, new employment sequence added, and a new unearned income type added.

### Employment Ended – AFEI

When the Employment Ended (previously Income Discontinued) field is changed to 'Y', the following mini-driver flow will be scheduled. The driver will be invoked If the worker is an ES worker and when the case is Open and in Ongoing mode only and not when the case is in Simulation, Intake, or Review mode. AFUI, AFDC and ANCI are only scheduled when the screen contains data for the individual whose employment ended. Once the driver has taken you through all of the CARES screens, it will schedule and run eligibility (SFEX).

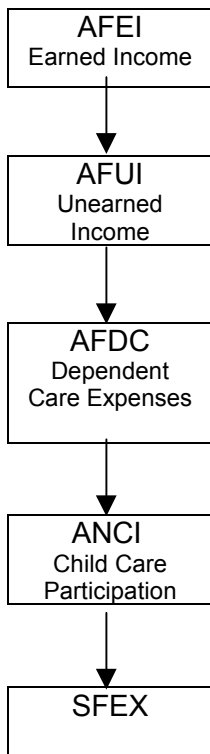


**NOTE ➤** Entering a “Y” on the “Employment Ended” field will not end the sequence or zero out the income. Workers must still follow the standard process for ending employment on AFEI.

### New Employment Sequence added:

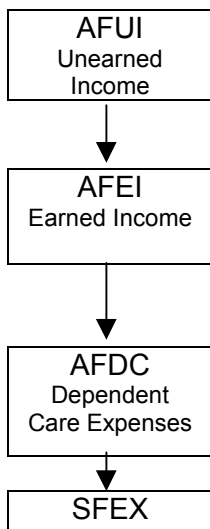
When a new employment sequence is added to AFEI, the following mini-driver flow will be scheduled. The driver will be invoked If the worker is an ES worker and when the case is Open and in Ongoing mode only and not when the case is in Simulation, Intake, or Review mode. ANCI is also scheduled here. AFUI is only scheduled if there is Unemployment Compensation

(UN), Sick/Disability (DI) or Worker's Compensation (WC) income already entered on AFUI. Also, ANCI, AFUI and AFDC are only scheduled when they previously have information entered for the individual for whom you are adding an employment sequence. Once the driver has taken you through all of the CARES screens, it will schedule and run eligibility (SFEX).



**New Unearned Income type added:**

When a new Income Type of Unemployment Compensation (UN) or Workers Compensation (WC) is added to AFUI, the following mini-driver flow will be scheduled. The driver will be invoked if the worker is an ES worker and when the case is Open and in Ongoing mode only and not when the case is in Simulation, Intake, or Review mode. AFEI and AFDC are only scheduled when they previously have information for the individual for whom you are adding new unearned income. Once the driver has taken you through all of the CARES screens, it will schedule and run eligibility (SFEX).



## **CONTACTS**

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Note: Email contacts are preferred. Thank you.

DHFS/DHCF/BHCE/JE